

# **The Allensmore NDP Privacy Policy**

## **1. Introduction and General Terms**

The Allensmore Neighbourhood Development Plan (NDP) Steering Group ('Steering Group') is committed to protecting personal information. This Privacy Policy relates to our use of any personal information provided to us by phone, email, in letters and other correspondence and in person.

This Privacy Policy explains the following:

- what information the Steering Group may collect;
- how the Steering Group will use information we collect;
- when the Steering Group may use the information;
- whether the Steering Group will disclose any details to anyone else;
- choices regarding the personal information provided to us;

The Steering Group is committed to safeguarding personal information. Whenever such information is provided, we are legally obliged to use it in line with all applicable laws concerning the protection of personal information.

## **2. Who are we?**

The Steering Group are volunteers appointed by and acting on behalf of Allensmore Parish Council to create a Neighbourhood Development Plan for the Allensmore designated area.

## **3. What information will the Steering Group collect?**

The Steering Group will hold the following information:

- Steering Group members: name, contact details, declaration of interests (as per the Herefordshire Council Declaration of Interests form).
- Call for sites submissions: name, contact details ownership of site and any agents acting on their behalf.
- Email distribution list: email address.
- Contacts with the Steering Group: When members of the public contact the Steering Group, we may receive some personal information. This can consist of information such as name, email address, postal address, telephone or mobile number, ownership of land and/or property.

Information will be kept secure in hard copy format and/or on passworded computers.

#### **4. How will the Steering Group use the information it collects about me?**

The Steering Group will only use personal information for a number of purposes including the following:

- Creation of the Neighbourhood Development Plan. This may include publishing details of sites submitted during the Call for Sites process although no personal information will be published, nor will ownership of the sites be identified.
- Communication of progress towards the NDP
- Ensuring that Steering Group members' interests are recorded and do not influence decision making where there is a conflict of interest

#### **5. When will the Steering Group contact people?**

The Steering Group will only contact people:

- in relation to developing the NDP;
- to keep people informed of progress.

#### **6. Will the Steering Group share personal information with anyone else?**

We will keep your information within the Steering Group, Parish Council and Herefordshire Council records. We will not share your information with anyone outside the Steering Group, Parish Council or Herefordshire Council except where we have explicit permission.

#### **7. How long will the Steering Group keep the information?**

We will hold personal information for the duration of the NDP project.

On completion of the NDP, records will be passed over to the Allensmore Parish Council and will be kept according to their policy. Email distribution lists will be erased.

#### **8. Can I find out what personal information the Steering Group holds?**

Under the Data Protection Act you have the right to request a copy of the personal information the Steering Group holds about you and to have any inaccuracies corrected. We will use reasonable efforts consistent with our legal duty to supply, correct or delete personal information about you that we hold in our files. Please address requests for information to the clerk

of the Parish Council (contact details published on [www.allensmore.org.uk](http://www.allensmore.org.uk)).

To respond to your request, we may need confirm your identity by requesting copies of two different forms of identification, which can be:

- Passport
- Driving licence
- Birth certificate
- Utility bill (from last 3 months)
- Current vehicle registration document
- Bank statement (from last 3 months)

## **9. Can I delete my data?**

You can send a request asking the Steering Group to delete your personal information to the clerk of the Parish Council.

We require two pieces of approved identification to prove your identity and delete your personal information: please see section 10 above for forms of identification that we can accept.

## **10. Contacting the Steering Group about this Privacy Policy**

If you have any questions or comments about this Privacy Policy please contact the clerk of the Parish Council.